

# SENIOR LEGAL ANALYST

## OPEN - STATEWIDE

## CONTINUOUS TESTING



State of California  
DEPARTMENT OF  
JUSTICE  
P.O. BOX 944255  
Sacramento, CA 94244-2550

CALIFORNIA STATE GOVERNMENT - AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

### CONTINUOUS TESTING

Testing is considered continuous as dates can be set at any time. The testing office will accept examination packets continuously and will test applicants as needs warrant. Once you have taken the Training and Experience Questionnaire examination, you may not retest for twelve (12) months.

### WHO CAN APPLY

Persons who meet the minimum qualifications as stated on this bulletin. This is an Open Examination. Applications will not be accepted on a promotional basis.

### FILING INSTRUCTIONS

All applicants must complete and return the entire examination packet. The examination packet must include the following:

- [State Examination Application \(Form STD 678\)](#)
- [General Instructions/Affirmation](#)
- [Training and Experience Questionnaire](#)
- [Conditions of Employment](#)
- [Recruitment Survey](#)

**File in Person**  
Department of Justice  
Testing and Selection Unit  
P.O. Box 944255  
Sacramento, CA 94244-2550

**File in Person:**  
Department of Justice  
Testing and Selection Unit  
1300 "I" Street, 1<sup>st</sup> Floor Lobby  
Sacramento, CA 95814

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD, ONLINE VIA INTER-AGENCY MAIL OR FAX.**

### SPECIAL TESTING ARRANGEMENTS

If you are an individual with a disability and need reasonable accommodation to participate in this examination, please mark the box in question #2 on the "Examination Application". You will be notified in writing to determine what assistance can be provided.

### SALARY RANGE

**\$4619-\$5616**

The salaries used in this bulletin are the latest available from the State Controller's Office, but may not reflect the most recent salary adjustment.

### ELIGIBLE LIST INFORMATION

An open eligible list will be established for the Department of Justice. The names of successful competitors will be merged on the list in order of final scores, regardless of date. Competitors' eligibility will expire 18 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

### REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements by the announced cut-off date. All applications/resumes must include "To" and "From" employment dates (Month/Day/Year), time base, and applicable classification titles. Applications/resumes received without this information will be rejected.

**CONTINUE TO THE NEXT PAGE**

**MINIMUM  
QUALIFICATIONS**

The following patterns may be combined proportionally, when applicable to meet the overall requirements.

**EITHER I**

**EXPERIENCE:** Two years of experience in the California state service performing the duties of a Legal Analyst.

**OR II**

Four years of progressively responsible paralegal experience performing the duties in one or a combination of the following specialty areas: Litigation and trial, preparation, administrative law and procedures, criminal law and procedures, corporate and business law, medical malpractice, estate and tax law, environmental and land use law, antitrust, labor and consumer law. Experience in California state service applied toward this requirement must include one year performing the duties of Legal Analyst.)

**DEFINITION OF  
TERMS**

The words “**performing the duties of...**” means the applicant must have the amount of experience in State service in the class specified (or on a training and development (T&D), limited term, or approved out-of-classes assignment to the class).

**THE POSITION**

Under direction of an attorney who shall accept full responsibility for the tasks performed, the Senior Legal Analyst reviews and analyzes client agency requests for legal services, develops strategies and proposals to rectify problem areas; analyze statutory and regulatory authority, prepares analyses of legislation and regulations, drafts legislation and regulation proposals for client agencies, monitors progress of legislation and regulations; drafts legislation and regulation proposals for client agencies, monitors progress of legislation and regulations; designs and conduct investigations, identifies issues of concern for investigations, interviews witnesses, gathers documentation, drafts declarations, makes recommendations for search warrants; researches and analyzes statutory and case law authority relating to specific issues and makes recommendations concerning handling of the issues; drafts various pleadings on the most complex issues; summarizes and categorizes and deposition transcripts, creates manual and computerized system for managing discovery documents, analyzes and summarizes trial evidence, assists attorney in trial; identifies, contracts and screens expert witnesses, assists attorney in preparing expert witnesses for depositions and trial testimony; analyzes and summarizes expert witness statements; attends settlement negotiations and drafts settlement agreements; creates systems for gathering and tracking litigation information; develops paralegal training material and trains other paralegals; serves as consultant to attorneys and others; may serve in a lead capacity over other paralegals.

**EXAMINATION  
INFORMATION**

The examination will consist of a Training and Experience Questionnaire and is the sole component of the Legal Analyst examination. To obtain a position on the eligible list a minimum score of 70% must be received.

**TRAINING AND EXPERIENCE QUESTIONNAIRE-WEIGHTED 100%**

In addition to evaluating the competitor’s relative abilities as demonstrated by quality and breadth of experience, emphasis in the Training and Experience Questionnaire process will be on measuring the following competencies:

- Writing
- Analytical Reasoning
- Legal Research
- Using Technology
- Technical Expertise
- Court Room/Hearing Experience

**VETERANS  
PREFERENCE  
CREDITS/  
CAREER CREDITS**

**Veterans Preference Credits or Career Credits** do not apply in this examination.

**QUESTIONS**

If you have any questions regarding this examination, please contact the Exam Analyst, Cheryl Hernandez at (916)324-5039.

## **GENERAL INFORMATION**

The Department of Justice reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

It is the Candidate's Responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the State Personnel Board Offices ([www.spb.ca.gov](http://www.spb.ca.gov)), and local Offices of the Employment Development Department ([www.edd.ca.gov](http://www.edd.ca.gov)).

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older list must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Interview Scope:** If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

**Veterans Preference:** California law limits the granting of veterans preference credits to entrance examinations. When credit is granted it is as follows: 10 points for veterans, widows or widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Directions for applying for veterans preference are on the Veterans Preference application form which is available from State Personnel Board offices or written test proctors.

**High School Equivalence:** Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

**Career Credits:** In open, nonpromotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form 100-678. (Section 4 of article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento.)

If hearing impaired, call the California Relay Service.

1-800-735-2929 (From TDD Phone)

1-800-735-2922 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

DEPARTMENT OF JUSTICE  
TESTING AND SELECTION UNIT  
P.O. BOX 944255  
SACRAMENTO, CA 94255-2550  
(916) 324-5039

## Department of Justice

### Training and Experience Questionnaire General Instructions/Affirmation

#### SENIOR LEGAL ANALYST

The Training and Experience Questionnaire is the sole component of the Senior Legal Analyst examination. To obtain a position on the eligible list a minimum score of 70% must be received. The instructions below should be read carefully and understood before completing this examination. Failure to do so may result in an inability to process your Training and Experience Questionnaire and disqualification from this examination.

All applicants **must complete and return the entire** examination packet. The examination packet consists of the following:

- State Examination Application (Form STD 678)
- General Instructions/Affirmation - (Fillable Document)
- Training and Experience Questionnaire - (Fillable Document)
- Conditions of Employment - (Fillable Document)
- Recruitment Survey (Online Form)

**When completing the questionnaire, please do not choose more than one (1) response per question.** The Affirmation and examination application **must have original** signatures.

Completed examination packets must be returned to one of the following addresses:

**Mailing Address:**

Department of Justice  
Testing and Selection Unit  
P. O. Box 944255  
Sacramento, CA 94244-2550

**File in Person:**

Department of Justice  
Testing and Selection Unit  
1300 I Street, 1st Floor Lobby  
Sacramento, CA 95814

**I hereby certify that the information provided on this Training and Experience Questionnaire is true and correct to the best of my knowledge and contains no willful misrepresentations or falsifications. I also understand that if it is later discovered that I have made any false representations, I may be removed from the examination and/or the eligible list resulting from this examination, suffer loss of State employment, and/or suffer loss of right to compete in any future State examinations, and/or have my test score reduced.**

**Your Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Your Name (Printed):** \_\_\_\_\_

# Senior Legal Analyst Training and Experience Questionnaire

Name: \_\_\_\_\_

## Writing

Senior Legal Analysts at the Department of Justice are required to write and edit a wide variety of legal and technical documents with minimal supervision or oversight. Many of these documents may be critical components of high stakes cases. For each question below, please rate the quantity, context, and recency of your training and experience.

### 1. Writing legal briefs as part of complex or high stakes legal proceedings.

Considering your previous work experience and education, how did you perform the above task?

One or more times per week

One or more times per month, but less than weekly.

One or more times per quarter, but less than monthly.

One or more times per year, but less than quarterly.

Less than once per year.

Never, but willing to learn.

Considering your previous work experience and education, what is the total amount of time you have spent performing this task?

I performed this work for a period of 4 or more years.

I performed this work for at least 3 years, but less than 4 years.

I performed this work for at least 2 years, but less than 3 years.

I performed this work for at least 1 year, but less than 2 years.

I performed this work for less than 1 year.

What is the highest level of independence you have been given when performing this task?

I have performed this task by myself without co-worker assistance.

I have worked closely with others on a daily basis in performing this task.

I have assisted my supervisor or co-workers in performing this task.

I have little or no experience performing this task but I would be willing to learn.

## 2. Writing legal pleadings as part of complex or high stakes legal proceedings.

Considering your previous work experience and education, how did you perform the above task?

One or more times per week

One or more times per month, but less than weekly.

One or more times per quarter, but less than monthly.

One or more times per year, but less than quarterly.

Less than once per year.

Never, but willing to learn.

Considering your previous work experience and education, what is the total amount of time you have spent performing this task?

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I have assisted my supervisor or co-workers in performing this task.

I have little or no experience performing this task but I would be willing to learn.

### 3. Writing legal motions as part of complex or high stakes legal proceedings.

Considering your previous work experience and education, how did you perform the above task?

One or more times per week

One or more times per month, but less than weekly.

One or more times per quarter, but less than monthly.

One or more times per year, but less than quarterly.

Less than once per year.

Never, but willing to learn.

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I have assisted my supervisor or co-workers in performing this task.

I have little or no experience performing this task but I would be willing to learn.

<b>4. Writing discovery documents (interrogatories, etc.) for use as part of complex or high stakes legal proceedings.</b>
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Considering your previous work experience and education, how did you perform the above task?

One or more times per week

One or more times per month, but less than weekly.

One or more times per quarter, but less than monthly.

One or more times per year, but less than quarterly.

Less than once per year.

Never, but willing to learn.

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I have little or no experience performing this task but I would be willing to learn.



**5. Write memos, letters or other standard forms of communication (excluding email messages) for the purpose of communicating with clients, attorneys, government officials, or members of the general public.**

Considering your previous work experience and education, how did you perform the above task?

One or more times per week

One or more times per month, but less than weekly.

One or more times per quarter, but less than monthly.

One or more times per year, but less than quarterly.

Less than once per year.

Never, but willing to learn.

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I have little or no experience performing this task but I would be willing to learn.

<b>6. Use “Shepherd’s” to update or verify the reliability or accuracy of cited legal authority/precedent.</b>
--

Considering your previous work experience and education, how did you perform the above task?

One or more times per week

One or more times per month, but less than weekly.

One or more times per quarter, but less than monthly.

One or more times per year, but less than quarterly.

Less than once per year.

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I have little or no experience performing this task but I would be willing to learn.

<b>7. Apply standard legal formatting to documents in accordance with the California Style Manual and the Harvard Blue Book</b>
---

Considering your previous work experience and education, how did you perform the above task?

One or more times per week

One or more times per month, but less than weekly.

One or more times per quarter, but less than monthly.

One or more times per year, but less than quarterly.

Less than once per year.

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<b>8. Edit legal documents to correct spelling, grammar, and formatting.</b>
--

Considering your previous work experience and education, how did you perform the above task?

One or more times per **week**

One or more times per **month**, but less than weekly.

One or more times per **quarter**, but less than monthly.

One or more times per **year**, but less than quarterly.

Less than once per year.

Never, but willing to learn.

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## **Analytical Reasoning**

The ability to apply critical thinking is necessary for a Legal Analyst to perform the duties of their job. For each question below, please rate the quantity, context, and recency of your training and experience.

**9. Gathering and analyzing disparate facts and other information in order to provide that information to legal staff, management, or other individuals.**

Considering your previous work experience and education, how did you perform the above task?

One or more times per week

One or more times per month, but less than weekly.

One or more times per quarter, but less than monthly.

One or more times per year, but less than quarterly.

Less than once per year.

Never, but willing to learn.

Considering your previous work experience and education, what is the total amount of time you have spent performing this task?

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I have little or no experience performing this task but I would be willing to learn.

<b>10. Reviewing arguments presented in written documents for logical consistency, clarity, completeness, and accuracy.</b>
---

Considering your previous work experience and education, how did you perform the above task?

One or more times per week

One or more times per month, but less than weekly.

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Less than once per year.

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I have little or no experience performing this task but I would be willing to learn.

**11. Use the Identification, Rule, Application, Conclusion (IRAC) process to analyze data, client files, and cases.**

Considering your previous work experience and education, how did you perform the above task?

One or more times per week

One or more times per month, but less than weekly.

One or more times per quarter, but less than monthly.

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Less than once per year.

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## **Legal Research**

Planning and conducting legal research is a significant portion of a Legal Analyst's job at the Department of Justice. For each question below, please rate the quantity, context, and recency of your training and experience.

### **12. Using online research tools (e.g., LexisNexis, Westlaw, proprietary legal search engines)**

Considering your previous work experience and education, how did you perform the above task?

One or more times per **week**

One or more times per **month**, but less than weekly.

One or more times per **quarter**, but less than monthly.

One or more times per **year**, but less than quarterly.

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### 13. Using a designated Law Library

Considering your previous work experience and education, how did you perform the above task?

One or more times per week

One or more times per month, but less than weekly.

One or more times per quarter, but less than monthly.

One or more times per year, but less than quarterly.

Less than once per year.

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I have little or no experience performing this task but I would be willing to learn.

<b>14. Interpreting findings presented in research reports or other documents while conducting legal research.</b>
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Considering your previous work experience and education, how did you perform the above task?

One or more times per week

One or more times per month, but less than weekly.

One or more times per quarter, but less than monthly.

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## ***Using technology***

Senior Legal Analysts are expected to use a variety of computer based tools in the course of their duties. These tools include word-processing programs, case management software, e-mail software, and time keeping software. For each question below, please rate the quantity, context, and recency of your training and experience.

<b>15. Search databases containing legal information or relevant facts.</b>
---

Considering your previous work experience and education, how did you perform the above task?

One or more times per **week**

One or more times per **month**, but less than weekly.

One or more times per **quarter**, but less than monthly.

One or more times per **year**, but less than quarterly.

Less than once per year.

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I have performed this task by myself without co-worker assistance.

I have worked closely with others on a daily basis in performing this task.

I have assisted my supervisor or co-workers in performing this task.

I have little or no experience performing this task but I would be willing to learn.

<b>16. Use case management software to retrieve/edit information.</b>
---

Considering your previous work experience and education, how did you perform the above task?

One or more times per **week**

One or more times per **month**, but less than weekly.

One or more times per **quarter**, but less than monthly.

One or more times per **year**, but less than quarterly.

Less than once per year.

Never, but willing to learn.

Considering your previous work experience and education, what is the total amount of time you have spent performing this task?

I performed this work for a period of 4 or more years.

I performed this work for at least 3 years, but less than 4 years.

I performed this work for at least 2 years, but less than 3 years.

I performed this work for at least 1 year, but less than 2 years.

I performed this work for less than 1 year.

What is the **highest level of independence** you have been given when performing this task?

I have performed this task by myself without co-worker assistance.

I have worked closely with others on a daily basis in performing this task.

I have assisted my supervisor or co-workers in performing this task.

I have little or no experience performing this task but I would be willing to learn.

**17. Use computer peripherals including jump (flash memory) drives and digital scanners or digital senders.**

Considering your previous work experience and education, how did you perform the above task?

One or more times per week

One or more times per month, but less than weekly.

One or more times per quarter, but less than monthly.

One or more times per year, but less than quarterly.

Less than once per year.

Never, but willing to learn.

Considering your previous work experience and education, what is the total amount of time you have spent performing this task?

I performed this work for a period of 4 or more years.

I performed this work for at least 3 years, but less than 4 years.

I performed this work for at least 2 years, but less than 3 years.

I performed this work for at least 1 year, but less than 2 years.

I performed this work for less than 1 year.

What is the highest level of independence you have been given when performing this task?

I have performed this task by myself without co-worker assistance.

I have worked closely with others on a daily basis in performing this task.

I have assisted my supervisor or co-workers in performing this task.

I have little or no experience performing this task but I would be willing to learn.

## **Technical Expertise**

Senior Legal Analyst are often called on to handle the more technical details of legal document creation, research, and trial preparation. For each question below, please rate the quantity, context, and recency of your training and experience.

### **18. Create chronologies and timelines**

Considering your previous work experience and education, how did you perform the above task?

One or more times per week

One or more times per month, but less than weekly.

One or more times per quarter, but less than monthly.

One or more times per year, but less than quarterly.

Less than once per year.

Never, but willing to learn.

Considering your previous work experience and education, what is the total amount of time you have spent performing this task?

I performed this work for a period of 4 or more years.

I performed this work for at least 3 years, but less than 4 years.

I performed this work for at least 2 years, but less than 3 years.

I performed this work for at least 1 year, but less than 2 years.

I performed this work for less than 1 year.

What is the highest level of independence you have been given when performing this task?

I have performed this task by myself without co-worker assistance.

I have worked closely with others on a daily basis in performing this task.

I have assisted my supervisor or co-workers in performing this task.

I have little or no experience performing this task but I would be willing to learn.

<b>19. Research and apply local rules of court (all levels), CA Rules of Court, C.C.P., and Federal Civil Procedure.</b>
--

Considering your previous work experience and education, how did you perform the above task?

One or more times per week

One or more times per month, but less than weekly.

One or more times per quarter, but less than monthly.

One or more times per year, but less than quarterly.

Less than once per year.

Never, but willing to learn.

Considering your previous work experience and education, what is the total amount of time you have spent performing this task?

I performed this work for a period of 4 or more years.

I performed this work for at least 3 years, but less than 4 years.

I performed this work for at least 2 years, but less than 3 years.

I performed this work for at least 1 year, but less than 2 years.

I performed this work for less than 1 year.

What is the highest level of independence you have been given when performing this task?

I have performed this task by myself without co-worker assistance.

I have worked closely with others on a daily basis in performing this task.

I have assisted my supervisor or co-workers in performing this task.

I have little or no experience performing this task but I would be willing to learn.

<b>20. Prepare exhibit and witness binders for Trial.</b>
---

Considering your previous work experience and education, how did you perform the above task?

One or more times per **week**

One or more times per **month**, but less than weekly.

One or more times per **quarter**, but less than monthly.

One or more times per **year**, but less than quarterly.

Less than once per year.

Never, but willing to learn.

Considering your previous work experience and education, what is the total amount of time you have spent performing this task?

I performed this work for a period of 4 or more years.

I performed this work for at least 3 years, but less than 4 years.

I performed this work for at least 2 years, but less than 3 years.

I performed this work for at least 1 year, but less than 2 years.

I performed this work for less than 1 year.

What is the **highest level of independence** you have been given when performing this task?

I have performed this task by myself without co-worker assistance.

I have worked closely with others on a daily basis in performing this task.

I have assisted my supervisor or co-workers in performing this task.

I have little or no experience performing this task but I would be willing to learn.



DEPARTMENT OF JUSTICE  
SENIOR LEGAL ANALYST  
OPEN - STATEWIDE

CONDITIONS OF EMPLOYMENT  
FORM 631  
IDENTIFICATION #: \_\_\_\_\_  
(Personnel Office Use ONLY)

NAME: \_\_\_\_\_ (PLEASE PRINT)  
Last First M.I.

If you are successful in the above examination, your name will be placed on the active list and certified to fill vacancies according to the conditions you have specified on this form.  
If you are unable to accept employment or do not reply to contacts from the department, your name will be placed on the inactive list for this classification.

\*\*\*\*\*  
PLEASE SELECT YOUR CHOICE(S) INDICATING LOCATION(S) YOU ARE WILLING TO WORK:

- |       |        |                       |
|-------|--------|-----------------------|
| _____ | (05)   | Anywhere in the State |
| _____ | (0100) | Oakland               |
| _____ | (1000) | Fresno                |
| _____ | (3800) | San Francisco         |
| _____ | (1900) | Los Angeles           |
| _____ | (3700) | San Diego             |
| _____ | (3400) | Sacramento            |

\*\*\*\*\*  
PLEASE SELECT THE TYPE OF APPOINTMENT(S) YOU WILL ACCEPT

Please Check Your Choice:

- |       |     |  |
|-------|-----|--|
| _____ | (D) | Permanent - full time <u>only</u> .  |
| _____ | (R) | Permanent - part time or intermittent or<br>Temporary - full time, part time, or intermittent. |
| _____ | (A) | All of the above   |

\*\*\*\*\*  
NOTE: PLEASE NOTIFY THE DEPARTMENT OF JUSTICE/ TESTING AND SELECTION UNIT,  
IN WRITING, OF ANY CHANGE IN YOUR ADDRESS OR AVAILABILITY FOR EMPLOYMENT.

DEPARTMENT OF JUSTICE  
TESTING & SELECTION OFFICE  
1300 "I" STREET  
SACRAMENTO, CA 95814